

### Instructions for Requesting a Friend of the Court Conference

1. Fill in the name and address of the Plaintiff and Defendant.  
(NOTE: The person that originally filed this case is always the Plaintiff.)
2. Fill in your file number.
3. Briefly explain why you are filing the request.
4. Date and sign where indicated.
5. Complete the certificate of mailing by indicating that a copy was sent to the other party.

NOTE: If this form is not completed as instructed no further action will be taken.

\*Within seven days of receipt of this request the Friend of the Court Office will send a notice of conference to both parties. During this conference the parties and the Friend of the Court will work toward settling the issues and obtain a stipulated order regarding these. If the parties are unable to come to an agreement the requesting party will be required to file a motion with the Court.

STATE OF MICHIGAN  
IN THE 50<sup>TH</sup> JUDICIAL CIRCUIT – CHIPPEWA COUNTY

\_\_\_\_\_  
Plaintiff's name and address

-VS-

File No. \_\_\_\_\_

\_\_\_\_\_  
Defendant's name and address

**REQUEST FOR A FRIEND OF THE COURT CONFERENCE**

I, \_\_\_\_\_, am requesting a conference with the Friend of  
the Court for the following reasons:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**CERTIFICATE OF MAILING**

I certify that on this date I mailed a copy of this request to the other party at the  
address stated above.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature